

30 April 1951

MEMORANDUM TO: Chief, Real Estate and Construction Division
Chief, Reproduction Division
Chief, Transportation Division
Chief, Bldg. Maintenance & Utilities Division
Acting Chief, Records Mgt. & Dist. Branch,
General Services Division
Acting Chief, Machine Records Branch,
General Services Division

FROM: Chief, Administrative Services

SUBJECT: Designation of Acting Deputy Chief, Administrative Services

1. Effective today, [redacted] is designated as Acting Deputy Chief, Administrative Services. All personnel actions, requests for approval of overtime, work orders, requests for travel orders for Administrative Services personnel, GSA field space agreements, contracts, leases, similar documents, and the usual administrative correspondence will be prepared for his signature.

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2. All matters of a policy or procedural nature, and those submitted to Assistant Directors, Office Chiefs or the office of the Deputy Director (Administration) will be prepared for the signature of the Chief, Administrative Services.

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[redacted]

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NEW:lw

cc: [redacted]
chronos
Dir. (memos) file
Dale. of Authority ✓
[redacted] pers. action file

Document No. 064
NO CHANGE in Class. X
☐ DECLASSIFIED
Class. CHANGED BY TS S C
100-100, 4-10-77
Auth: 100-100, 77/1363
Date: 6 APR 1978 By: [redacted]

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Approved For Release 2002/07/31 : CIA-RDP54-00177A000200050042-1

Approved For Release 2002/07/31 : CIA-RDP54-00177A000200050042-1